

Item	If the records pertain to	and consist of	which are	then the records are
112	electronic copies of records created using electronic mail, messaging systems, paging systems and word processing applications and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic records created and maintained for the purpose of updating, revising, or disseminating.	copies that have no further administrative value after recordkeeping copy is created for retention under items 1, 3, 5, or 7. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories including those on hard disk, network drives, shared drives, and all other electronic applications that are used only to produce the recordkeeping copy.	held anywhere	temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.
113		copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	held anywhere	temporary. Destroy/delete when dissemination, revision, or updating is completed.

Note 1. Records covered by Items 1, 2, 7 and 8 potentially created in the stages of a project/program's life are those essential for future studies of a program or project. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgements by those familiar with a program/project's development and accomplishments. Included are:

Records created at multiple stages.

- * Agendas, minutes and briefing materials of substantive meetings
- * Budget and actual cost data (final figures)
- * Directives
- * Hazard, risk and safety analyses/assessments
- * Independent and non-advocate reviews and assessments
- * Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.
- * Mission success criteria
- * Newsletters and bulletins
- * Partnering agreements
- * Press releases
- * Products of collaborative tools used to track or facilitate progress
- * Program/project plans, including annual Program Operating Plans
- * Public relations materials
- * Requirements documents including: baseline system, data, software, interface, integration, testing, design, operations, performance, science and acceptance
- * Testing and Operations Plans (*i.e.*: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science)
- * Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids
- * Substantive correspondence, memos, e-mails, photographs, and presentation materials.

Formulation. Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval, including:

- * Announcements of opportunity (including research opportunity)
- * Art work and drawings produced to illustrate concepts or designs
- * Concept/configuration options and decision packages